



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

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V I R G I N I A

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ADDENDUM NO. 1

TO ALL PROSPECTIVE OFFERORS:

SUBJECT: REQUEST FOR PROPOSAL: RFP02-549762-39

FOR: Accounts Receivable Services for the School Age Child Care (SACC) Program

DATE OF CLOSING: **December 18, 2001 @ 2:00 P.M.**

The subject request for proposal is amended to include the following questions and answers from the pre-proposal conference held on November 27, 2001:

Q1: How many staff are currently involved in services that are being outsourced through this RFP?

A1: 3.5 Full Time Equivalent positions involved in the day to day work.

Q2: How many transactions are currently handled on a monthly basis?

A2: During the peak months of August, September and October there may be upwards of 2,500 monthly transactions; during off-peak the program averages 1,500 – 1,800 transactions.

Q3: Is Importing done on a monthly basis?

A3: Yes, but also when other programs are run.

Q4: Can parents be active in multiple SACC programs?

A4: Yes, children are enrolled in each program depending on the need.

Q5: Do parents involved in multiple programs receive separate bills?

A5: No, parents are sent one integrated bill including all children in the family.

Q6: Who will handle late payments?

A6: Vendor will process late payments and post to the appropriate account.

Q7: Insurance: will offeror be insuring the County?

A7: Successful Contractor will list County on their liability insurance as an "also insured" for the work being done on the contract. The insurance requirement is limited to the contract.

Q8: Will the County require that the vendor use a specific database program?

A8: Oracle, Sequel, DB2 or any compatible database will be acceptable to the County.

Q9: Will the County require the vendor to use a specific vendor for mail processing?

A9: The vendor will choose their own subcontractor for mail processing or can subcontract with the existing mail processing firm.

Q10: What is the timeframe for handling billing inquiries and adjustments?

A10: Changes to the database are made as they come in and will be sent in the next upload. The County will co-ordinate adjustments with the vendor.

Q11: How will exceptions from the lock box be handled?

A11: Exceptions from the lock box will be sent to the County Financial Management staff and resolved. The vendor will be given the information to ensure that the deposit daily total amount from the lock-box matches the deposits made by the bank.

Q12: Is there a manual that offerors can refer to in order to identify needed processes?

A12: The offeror is being asked to develop/recommend the necessary processes. However, any manuals currently used by the staff will be available to the successful vendor.

Q13: Will parents continue to call the County with billing questions?

A13: Yes, however, the County may have to call the vendor in order to resolve questions.

Q14: How much of a transition period will be allowed past the February 2002 contract date?

A14: Offeror should recommend and anticipate a reasonable transition period and identify transition tasks in the work plan.

Q15: Are tax statements currently provided to parents?

A15: Yes.

Q16: Are references required of all offerors?

A16: Yes. A minimum of 2 references from similar contracts should be provided with the proposal, pursuant to Section 7.4.2 of the RFP.

Q17: Is electronic transfer of lock box information done every day?

A17: Yes, the vendor will need to retrieve an electronic file every business day from the bank.

Q18: How is County employee salary deduction handled?

A18: County staff are permitted to have a payroll deduction made to pay for SACC program expenses. Currently, information on employee salary deduction is manually being collected in a database and will be sent to the vendor in a mutually agreed file format.

Q19: Do County employees receive a bill?

A19: Yes, the same as all other participants.

Q20: What is done about parents who are behind on payments?

A20: Currently delinquent letters and reminder notices are being sent. Offerors may make recommendations on how to address delinquencies.

Q21: What is the rate of on-time payments?

A21: Around 80%.

Q22: How many participants pay full fees?

Q23: About 60% of all children enrolled are full fee.

Q24: Can subcontractors be utilized on this contact.

A24: Yes, subcontractors can be proposed for any portion of the work. However, the County must approve any contractor, in advance, prior to work being performed.

Attached is a list of attendees of the Pre-Proposal Conference held on November 27, 2001 @ 1:30 P.M.

All other terms and conditions remain unchanged.

Armand E. Malo, CPPO
Director/County Purchasing Agent

**THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE
SUBJECT REQUEST FOR PROPOSAL:**

Signature

Date

Name of Firm

**TWO SIGNED COPIES MUST BE RETURNED PRIOR TO DATE/TIME OF CLOSING OR MUST
ACCOMPANY PROPOSAL.**

Pre-Proposal Conference
ATTENDANCE RECORD

SOLICITATION: RFP02-549762-39, Accounts Receivable Services for the Scholl Age Child Care (SACC) Program

DATE/TIME: November 27, 2001 @ 1:30 P.M.

NAME	COMPANY NAME	TELEPHONE #
Casey Sheehan, CPPB <i>C.S</i>	Department of Purchasing & Supply Management	703-324-3884
Peter Clark	Department of Administration for Human Services	703-324-5281
Gail Duncan	Department of Family Services - Office for Children	703-324-8147
<i>Deborah Panatore</i>	<i>DHS</i>	
<i>Steven Feller</i>	<i>Dyn Acc Sys, LLC</i>	<i>301-622-0950</i>
<i>Kirk Rogers</i>	<i>Resnick Felt + Silver Dyn Acc Sys, LLC</i>	<i>301-622-0950</i>
<i>Patty Yates</i>	<i>Fx Co DAHS</i>	<i>324-8105</i>
<i>Jane McElhain</i>	<i>Fx Co. DAHS</i>	<i>324-8105</i>
<i>Peter Clark</i>	<i>Fx Co. DAHS</i>	<i>324-5281</i>
<i>Fred Chen</i>	<i>Dyn Acc Sys, LLC</i>	<i>301-622-0900</i>
<i>Gail Duncan</i>	<i>Fx Co. DFS/OFC</i>	<i>703-324-8147</i>
<i>Sushma Kohli</i>	<i>Fx Co. OFC</i>	<i>703-324-8115</i>
<i>Alexis Prince</i>	<i>FFX Co. Gov. DAHS-IT</i>	<i>324-7570</i>
<i>Mary Arthur</i>	<i>DAHS - IT</i>	<i>324-7534</i>